POSITION ANNOUNCEMENT

POSITION TITLE: **Assistant City Attorney - Prosecutor / Full-Time**

ANNUAL SALARY: **$63,980 – $93,412**

OPENING DATE: **December 20, 2016**

CLOSING DATE: **When Filled**

Interested candidates must complete and submit a Roy City Application and Resume to the Roy City Human Resources Office, 5051 South 1900 West, Roy, UT 84067. Applications may be downloaded at www.royutah.org.

DRUG FREE WORK PLACE / EOE / ADA

GENERAL PUPOSE

Performs full performance duties as required to carry out the efficient and effective litigation of civil or criminal cases and ongoing legal processes of city government. Represents Roy City in assigned legal matters. Personally conducts all misdemeanor criminal prosecution on behalf of the City.

SUPERVISION RECEIVED

Work under the general policy guidance of the City Attorney.

SUPERVISION EXERCISED

Provides supervision to the Legal – Executive Assistant.

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Assists in the general management of the department; oversees areas of specialization as assigned, such as prosecution, civil, criminal, etc.; monitors staff performance and participates in the regular review and evaluation; makes recommendations affecting employee retention, discipline and advancement.

Supervises prosecution of criminal cases up to and including class "A" misdemeanors and appeals; advises police department on a twenty-four hour basis concerning policy and procedure.

Prosecutes criminal cases as assigned; represents the city in prosecution of various criminal and civil cases; conducts extensive research, reviews criminal investigation reports; files formal complaints; institutes arrest proceedings; prepares case materials; participates in various examination processes such as discovery and briefings; researches and writes briefs; appears in court and presents evidence and argument.

Participates in pretrial conferences; negotiates for mutually agreeable solutions and charges; makes recommendations for sentences and represents the city in show cause hearings; conducts investigation of complaints determines quality of the case and whether or not evidence is sufficient to proceed with prosecution.

Serves as legal counsel to the city manager, mayor, city council, committees, and sub-committees; attends various meetings as required; prepares and reviews legal documents; monitors and reviews city-wide activities in general to assure compliance with statutory and other legal requirements.

Assist in the development of City policies; negotiate contracts; provide legal advice to City boards, committees and commissions.

Negotiates settlements of claims filed against the city for actions arising out of the course of conducting city business or providing city services; promotes timely settlement to avoid costly litigation as much as is possible.

Reviews and updates city ordinances to assure compliance with evolving case law and amended state and federal laws; Assures policy recommendations are consistent with established city philosophy, goals and objectives.

Performs related duties as required.

MINIMUM QUALIFICATIONS

A Juris Doctor degree from an accredited college or university;

AND

Two (2) years of legal experience; preferably in public sector;

AND

Membership in the State Bar of Utah.

SPECIAL QUALIFICATIONS

Knowledge, Skills, and Abilities:

Considerable knowledge of federal, state and local laws and ordinances; legal administrative procedures including the rules of civil and criminal procedure and evidence; the principles, methods, materials and practices used in legal research; Utah Code, constitutional provisions,
federal and local ordinances as they apply to city government and its operation; case law related to a variety of city government subjects; criminal law issues related to search and seizure, misdemeanor intake/screening; pleadings, etc. Some knowledge of fiscal management and budget development; principles of supervision and motivation.

Ability to analyze and draft legal documents and to propose legislation; ability to establish and maintain effective working relationships with city and court officials, employees and the public; ability to communicate effectively, verbally and in writing.

Special Qualifications:

Must possess a license to practice law in the State of Utah.

Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity may be necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.